

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 019-08**

**OPEN TO:** ALL INTERESTED CANDIDATES – ALL AGENCIES

**POSITION:** CUSTODIAN/CHAUFFEUR  
FSN-1015-3\*; FP-BB\*\*

**OPENING DATE:** April 27, 2008

**CLOSING DATE:** May 8, 2008

**WORKING HOURS:** FULL -TIME: 40 hours per week

**SALARY: Not-Ordinarily Resident (NOR):**

**Starting Salary: US\$ 20,911 p.a.**

**(Position Grade: FP-BB)**

**(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)**

**Ordinarily Resident (OR): KD 4,879 p.a. (Starting Salary)**

**(Position Grade: FSN-3)**

**\* Actual grade and salary will be based on the qualifications of the applicant.**

**Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

The U.S. Embassy in Kuwait is seeking an individual for the position of a Custodian/Chauffeur in the Defense Contract Management Agency – Middle East (DCMA – ME) located at Camp Arifjan.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent of this position reports to the DCMA Chief Mission Support.

Duties include:

- Serves as a driver for the organization. Makes driving runs to the American Embassy, Kuwait International Airport, Camp Arifjan, and Camp Ali Al Salem among others for processing of personnel into and out of the country.
- Performs janitorial services for DCMA facility. Ensures that quarters are clean and ready to use. Performs minor maintenance, initiates and tracks service calls for maintenance and repair of facility.

- Performs outside janitorial services such as emptying trashcans, washing windows and picking up and disposing trash and litter that accumulates on the sites.
- Performs gardening duties as required in housing or quarters.
- Serves or assists as interpreter for concerns or problems to the landlord.
- Performs other duties as assigned.

### **QUALIFICATIONS REQUIRED:**

1. Completion of high school education.
2. One year driving experience. One year of custodial work experience such as cleaning houses for American Citizens or US Military.
3. Level II (limited knowledge) **Speaking/Writing/Reading** English and Arabic.
4. Familiar with the traffic pattern in Kuwait and the routes for transporting personnel and/or supplies.
5. Possession of a valid Kuwaiti driver's license.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION PROCESS:**

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment Unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- The candidate must be able to obtain and hold a (top secret) security clearance.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait

## **DEFINITIONS:**

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB May 8, 2008**

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.